

**Division of Developmental Disabilities Services
Authorized Provider System Committee**

DRAFT Pending Committee Approval

Meeting Minutes

5/16/2012

9:15 – 11:30

Members Present/on Conference call: Marissa Catalon, Vanessa Deloach; Warren Ellis; Jane Gallivan; Rich Irvine; Karen Smith; Pat Weygandt; Flossie Ford (for Valerie Smith)

Guest: Mary Anderson; Linda Hershey via conference call for discussion of nursing documents.

1. Warren brought in the updated “Assessment for need for clinical behavioral services”. It was a minor change, just added a “0” to the residential section. Everyone thought it looked good.
2. Jane noted that we may want to:
 - In the “Funding for Levels of Behavioral Service” - In all levels we may want to combine the hours currently allotted for staff training & “hours to complete visits” into a single category making it specific to staff training & observation.
 - In all levels better define each category to ensure that no direct services are being provided. All services billed for must be consultative.
3. Reviewed the updated “Assessment of Need for Consultative Nursing Services”. Decided to drop the residential section & capture all services in the other categories.
4. Linda Hershey indicated that they ran some client profiles through the assessment & it seemed pretty true for fit.
5. Discussed using the comprehensive health assessment in THERAP instead of developing another assessment. Linda will complete some to see how they work out. To discuss at next meeting.
6. Discussed how the approval process should be going. Gave Flossie questions that we need answers on.

- Committee to review applications sent to committee members via e-mail attachments
 - Once approved send the 2-page DMMA noting we have approved. Who does this enrollment & info go to?
 - Ask if we can receive notice from DMMA as to when the agency is officially enrolled so we can add their name to the website
 - Are we at liberty to post the clinical service rates?
7. Decided we need to make a change on the new enrollment packet/application& the Waiver Description/Provider Qualifications to include if the clinicians can access clinical oversight as needed by an appropriately credentialed staff person.

Next meeting May 24, 2012 9 – noon

Linda Hershey to joining via conference call to discuss how the THERAP nursing assessment worked out.